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24 June 1953

OPM 20-430-1  
PERSONNEL DIRECTOR MEMORANDUM NO. 46-53

SUBJECT : Professional Selection Panel

REFERENCES: a. CIA [REDACTED], dated 25 May 1953  
b. CIA [REDACTED], dated 8 December 1952  
c. Memorandum from Chairman, CIA Career Service Board  
"Action to be Taken on the Professional Selection  
Panel Recommendations", dated 29 April 1953  
(Attachment)

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1. Reference a. establishes a Professional Selection Panel under the supervision of the CIA Career Service Board. The Panel consists of five members, two each from the DD/I and DD/P areas and one from the DD/A area. The Security Office, Personnel Office, Medical Office and the Office of Training designate non-voting representatives to provide technical advice and assistance to the Panel.

2. According to reference b., the Panel is responsible for:

a. The formulation of criteria concerning over-all suitability of individuals to work in CIA on a career basis.

b. Examination of individual applicants for career employment in professional positions or trial-service career employees occupying professional positions when, in either case, there is doubt concerning the individual's suitability for career employment.

c. Advising the Assistant Director (Personnel) and appropriate operating officials concerning the disposition of each case so examined.

3. According to reference c., "No one will be hired or retained in the Agency who is disapproved by the Professional Selection Panel except by action of the Director of Central Intelligence who should be previously advised of the opinion of the CIA Career Service Board as to the action he should take in the matter"; and, "Accordingly, the CIA Career Service Board will review those cases in which an adverse recommendation is made by the Professional Selection Panel if it is requested to do so by the DD/I, DD/P, DD/A, AD/Commo or the D/TR".

4. Statements of Agency-wide policies and procedures in connection with the Professional Selection Panel will be published in a

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forthcoming Regulation. The following interim procedures are established to execute Personnel Office responsibilities in connection with the functions of the Professional Selection Panel as it is operating currently.

a. When either the Chief, PDO or Chief, PDC believes that a case may be appropriate for referral to the Panel by the Personnel Office he will discuss the case in detail with the Personnel Director. If the Personnel Director determines that the case is appropriate for submission to the Panel, he will so advise the Executive Secretary of the Panel and the Personnel Office's advisor to the Panel.

b. On receipt of notice from the Personnel Director that a case is to be submitted to the Panel by the Personnel Office or on receipt of notice from the Executive Secretary of the Panel that a case is to be referred to the Panel by another component, the Personnel Office's advisor to the Panel will:

(1) Review the individual's official personnel folder and prepare a summary (11 copies) of the individual's application and Agency processing, including his personal background, education, military service, employment history and a statement of his general qualifications.

(2) Hold the individual's official personnel folder pending determination of the Panel's acceptance of the case for consideration. If the Panel declines to consider a case, the Personnel Office's advisor to the Panel will release the individual's official personnel folder which will contain no record of the Panel's interest in the case.

(3) Provided the case is accepted for review by the Panel, continue to hold the individual's personnel folder so that no action will be taken with respect to the individual without the knowledge of the Personnel Office's advisor to the Panel.

(4) Attend meetings of the Panel in order to explain and amplify pertinent information contained in the individual's personnel folder and to provide technical personnel advice to the Panel.

(5) Keep the Assistant Director (Personnel) and the Personnel Director informed concerning the Panel's activities.

c. When the Executive Secretary of the Panel notifies the Assistant Director (Personnel) of the Panel's favorable decision on a case, the Personnel Office's advisor to the Panel

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will be instructed to release the individual's personnel folder without recording the Panel's interest in the case.

d. When the Executive Secretary of the Panel notifies the Assistant Director (Personnel) of the Panel's unfavorable decision on a case, the Personnel Director will:

(1) Instruct the Chief, PD(O) or PD(C), as appropriate, to reject the applicant or to take action to terminate the trial-service employee, in either case, upon expiration of the time allotted for filing a request for the Director's review of the case. (Normally 10 work days from receipt of Panel notification.) The instruction will include an explanation of the reasons for the separation of trial-service employees which will be given them as the basis for their failure to qualify. In such cases, Chief, PD(O) or PD(C) or the Chiefs of their respective Placement Branches will personally call upon the Head of the operating Office concerned (or his Deputy) in order to insure that the specified action is understood and that appropriate procedures are followed. These personnel officers will not discuss the Panel's reasons for its decision but will advise that such information, if desired, should be requested from the Chairman of the Panel.

e. When the Executive Secretary of the Panel informs the Assistant Director (Personnel) that a request for review of the Panel's decision has been filed, the Personnel Office's advisor to the Panel will continue to hold the individual's personnel folder and no personnel actions affecting the individual will be processed without approval of the Personnel Director pending a final decision by the DCI on the Panel's findings.

f. Requests received from the Panel for specific action to develop additional information with respect to cases under question by the Panel will be forwarded by the Personnel Director to the Chief, PD(O) or PD(C), as appropriate, for action.

4. In order to preserve the integrity of the Panel's activities, to protect the confidential nature of information and to safeguard the interests of the individuals concerned, discussion of information concerning the basis for the Professional Selection Panel's decisions will be limited to the Personnel Director, the Personnel Office's advisor to the Panel and the Executive Secretary of the Panel.

  
GEORGE E. MELOON  
Personnel Director

Attachment

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